**Headshot Retouching**

1. Import images from your camera using Adobe Lightroom

2. Choose your photo and do some light editing in the Develop module:
   a. Hold Option to Set the Black and White points, then raise Shadows a bit.
   b. Set White Balance: use the white balance tool click on the white or gray background or the whites of the eye.
   c. Raise the Vibrance a little to gently increase saturation.

3. From Lightroom: Right click on photo > Edit In > Edit in Adobe Photoshop

4. In Photoshop: Press Command + J to make a copy of the original Background Layer.
   a. Name the new Layer: SKIN RETOUCH

5. **Retouch Skin:** remove unwanted blemishes on all skin that’s showing:
   a. To Zoom in close (hold the Z key and drag on the image), and press the space bar to get the Hand Tool, then click-hold and drag to move around the image.
   b. Use the Spot Healing Brush to remove smaller blemishes and wrinkles and the Patch Tool to fix larger areas.
   c. Use the smallest brush size possible, only a little bigger than each blemish.
   d. When using the Patch Tool, be careful to match the skin texture on each area of the face, and be careful to avoid a blotchy look.
6. **If needed, Remove little red veins from eyes:**
   a. Zoom in really close to the eyes and use a tiny brush size with the Spot Healing Brush Tool and/or the Patch Tool to remove the little veins.

7. **Lighten under the eyes and smooth under eye bags:**
   a. Press Command + J to create a copy of the Skin Retouch layer, name it **Under eyes**
   b. Use the Patch Tool to select and heal the darker area under her eyes.
   c. Lower the Opacity of the Under eyes layer until in blends naturally

8. **Look at the photo zoomed in and zoomed out in order to make sure the skin looks smooth and natural**

9. **Add Contrast to make the natural color of the Eyes a little lighter and Stand Out**
   a. Add a Levels Adjustment Layer
   ![Levels](image)
   b. Brighten the Mid-Tones and the Whites (move the Whites slider to the left)
   c. Fill Mask with Black and zoom in on the eyes
   d. Use the Brush Tool at about 90% hardness, Click on the Mask, and paint White over the Iris.
   e. Adjust the Levels to brighten and add contrast and richness to the eyes

10. **Sharpen Eyes, Teeth, and Hair**
    a. Make a new Layer Comp by pressing SHIFT+OPTION+COMMAND + E
    b. Name it: **Sharpen**
    c. Go to Filter > Sharpen > Unsharpen Mask
    d. Amount 140%, Radius 1.5, Threshold 3
    e. Hold Option and add a Layer Mask to hide the effect
    f. Click on the Mask and paint white to show the sharpening on eyes, mouth, and hair.
    g. **Lower the Opacity** of the Layer to make it look more natural.
11. **Crop to 8”x10” 300ppi**

12. **Add Name on the bottom**
   
   a. Add a Black Rectangle Shape at the bottom and lower the opacity to about 50% or lower
   
   b. Use the text tool and a simple sans serif font to add the person’s name. Move it over the rectangle on the bottom